

## **Mission**

To maintain the files and records of the County and the courts, to ensure their accuracy, and to safeguard the public assets of the citizens of Seminole County.

## **Business Strategy**

The Office of the Clerk of Circuit and County Courts is unique to County government. The Clerk serves the bench, the Bar and the citizens of Seminole County; both as keeper of the official records books of the County and as the County's Chief Financial Officer.

As an Officer of the Court, the Clerk maintains the files and records of each case heard in Seminole County each year (125,251 in 2002 alone, or about one new case every 61 seconds the courthouse was open to the public). These include felony and misdemeanor cases, civil court cases, traffic court cases, probate and guardianship cases, and juvenile delinquency and dependency cases. The Clerk is responsible for summoning jurors, witnesses and defendants, and for recording the judgments of each court. The Clerk collects all fines and fees, and acts as a depository for child support and alimony payments. The Clerk issues marriage licenses and performs marriage ceremonies.

In addition to these duties, the Clerk serves as the County's recorder, treasurer and auditor. In this capacity, the Clerk reviews all County expenditures, co-signs each check, and manages the County's \$542.5 million investment portfolio. Each year, the Clerk prepares the County's "Comprehensive Annual Financial Report." For the 20th consecutive year, the Clerk's Office has received the highest national award for excellence in financial reporting. The position also serves as clerk of the Board of County Commissioners, and is an ex-officio member of the board. (A recent legislative study estimated that the Clerk of the Circuit Court performs 936 different duties.)

The Clerk's Office is one of 47 in the state funded entirely through fees generated through day-to-day operations, without any general taxpayer support. These fee-based offices are required by law to transfer any surplus to the County at the end of each fiscal year. In the past 15 years, the Clerk's Office has generated more than \$9.7 million in excess fees, \$1,603,818 in fiscal year 2003. The Clerk maintains a current staff of 226: 201 in the Court Operations Division and 25 in BCC Finance/Records Division. The office is funded through service charges, fines and fees paid to the Court.

### **Additional Functions:**

The Clerk of the Circuit Court bills back to the County the statutory costs of holding court in criminal and county civil cases. These include the cost of attending court, preparing court minutes and cases filed, issuing subpoenas, and conducting court records searches. The total cost billed to the County in Fiscal Year 2003 was approximately \$3 million.





<b>Department:</b>		<b>CONSTITUTIONAL OFFICERS</b>			<b>Seminole County</b>
<b>Division:</b>		<b>CLERK OF CIRCUIT COURT</b>			
<b>Section:</b>		<b>COUNTY FINANCE TRANSFER</b>			<b>FY 2004/05</b>
	2002/03 Actual Expenditures	2003/04 Adopted Budget	2004/05 Tentative Approved Budget	2004/05 Adopted Budget	Change between Tentative Approved & Adopted Budget
<b>EXPENDITURES:</b>					
Personal Services	785,000	849,425	871,780	916,780	45,000
Operating Services	62,000	63,550	65,140	65,140	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Grants and Aid	-	-	-	-	-
Reserves/Transfers	-	-	-	-	-
<b>Subtotal Operating</b>	<b>847,000</b>	<b>912,975</b>	<b>936,920</b>	<b>981,920</b>	<b>45,000</b>
Capital Improvements	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>847,000</b>	<b>912,975</b>	<b>936,920</b>	<b>981,920</b>	<b>45,000</b>
<b>FUNDING SOURCE(S)</b>					
General Fund	847,000	912,975	936,920	981,920	45,000
<b>TOTAL FUNDING SOURCE(S)</b>	<b>847,000</b>	<b>912,975</b>	<b>936,920</b>	<b>981,920</b>	<b>45,000</b>
Full-Time Positions	22	23	23	25	2
Part-Time Positions	-	-	-	-	-
<b>New Programs and Highlights for Fiscal Year 2003/04</b>					
Two positions were added at the First Public Hearing.					45,000
<b>New Programs and Highlights for Fiscal Year 2004/05</b>					
<b>Capital Improvements</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Total Project Cost	-	-	-	-	-
Total Operating Impact	-	-	-	-	-

<b>Department:</b>		<b>CONSTITUTIONAL OFFICERS</b>			<b>Seminole County</b>
<b>Division:</b>		<b>CLERK OF CIRCUIT COURT</b>			
<b>Section:</b>		<b>COURT COSTS</b>			<b>FY 2004/05</b>
		2002/03 Actual Expenditures	2003/04 Adopted Budget	2004/05 Tentative Approved Budget	Change between Tentative Approved & Adopted Budget
<b>EXPENDITURES:</b>					
Personal Services	-	-	-	-	-
Operating Services	2,946,403	3,038,500	3,129,655	-	-3,129,655
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Grants and Aid	-	-	-	-	-
Reserves/Transfers	-	-	-	-	-
<b>Subtotal Operating</b>	<b>2,946,403</b>	<b>3,038,500</b>	<b>3,129,655</b>	-	<b>-3,129,655</b>
Capital Improvements	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,946,403</b>	<b>3,038,500</b>	<b>3,129,655</b>	-	<b>-3,129,655</b>
<b>FUNDING SOURCE(S)</b>					
General Fund	2,946,403	3,038,500	3,129,655	-	-3,129,655
<b>TOTAL FUNDING SOURCE(S)</b>	<b>2,946,403</b>	<b>3,038,500</b>	<b>3,129,655</b>	-	<b>-3,129,655</b>
Full-Time Positions	-	-	-	-	-
Part-Time Positions	-	-	-	-	-
<b>New Programs and Highlights for Fiscal Year 2003/04</b>					
As of July 1, 2004, Court Costs became the responsibility of the State of Florida due to Article V.					
<b>New Programs and Highlights for Fiscal Year 2004/05</b>					
<b>Capital Improvements</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Total Project Cost	-	-	-	-	-
Total Operating Impact	-	-	-	-	-

